BTEC Assignment Brief

Qualification	Pearson BTEC International Level 3 Certificate in Hospitality Pearson BTEC International Level 3 Subsidiary Diploma in Hospitality Pearson BTEC International Level 3 Foundation Diploma in Hospitality Pearson BTEC International Level 3 Diploma in Hospitality Pearson BTEC International Level 3 Extended Diploma in Hospitality
Unit number and title	**Unit 18: Conferencing and Banqueting**
Learning aim(s)	**A:** Investigate the types, characteristics and supervision of conference and banqueting
Assignment title	**Types, characteristics and supervision of conference and building**
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	You are supervisor in conference and banqueting in a hospitality business and have been asked by your manager to produce a guide for new entrants to conference and banqueting.
Task 1	You will take the role of a function supervisor at a conference and banqueting centre and are required to prepare a booklet for new supervisory staff on different types of conferencing and banqueting functions. The supervision and roles will be an integral part of this guide. You will be required to: ● describe characteristics of conference and banqueting ● describe job roles and supervisory skills and attributes in conference and banqueting. ● investigate documents used to aid the supervisor in planning, running functions. ● evaluate the measures and procedures used, justifying recommendations made.
Checklist of evidence required	

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
A.D1	Evaluate the structure, systems, supervisory roles and responsibilities of conferencing and banqueting making

	recommendations for improvements.
A.M1	Compare the rooms and structure, supervisory roles and responsibilities in different conference and banqueting functions.
A.P1	Describe different conference and banqueting functions in hospitality.
A.P2	Describe the staffing, structure, supervisory roles and responsibilities in conference and banqueting.

Sources of information to support you with this Assignment	
Other assessment materials attached to this Assignment Brief	*eg, work sheets, risk assessments, case study*